

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400168

PRINT DATE: 10/14/16

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

BELL AND HOWELL LLC
3791 SOUTH ALSTON AVE

DURHAM, NC
(801)930-5402

27713-1880

REFER QUESTIONS TO:

LISA FORTUNE MCDONALD
(410)767-4084
LISA.MCDONALD@MARYLAND.GOV

ITB:

EXPR DATE: 01/31/17
POST DATE: 10/23/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

MODIFICATION #1: CONTRACT EXTENDED UNTIL 01/31/2017.

VENDOR TO SUPPLY MAIL ROOM EQUIPMENT, SUPPLIES AND MAINTENANCE
ACCORDING TO THE WSCA/NASPO CONTRACT NUMBER ADSP011-00000411-2,
WITH THE STATE OF ARIZONA.

CONTRACT PERIOD: NOVEMBER 01, 2015 THROUGH OCTOBER 31, 2016
WITH ONE (1), ONE (1) YEAR RENEWAL OPTIONS.

VENDOR TELEPHONE NUMBER: (610) 398-3820

VENDOR TO SUPPLY MAIL ROOM EQUIPMENT, SUPPLIES AND MAINTENANCE
ACCORDING TO THE WSCA/NASPO CONTRACT NUMBER ADSP011-00000411-2,
WITH THE STATE OF ARIZONA.

CONTRACT PERIOD: NOVEMBER 01, 2015 THROUGH OCTOBER 31, 2016
WITH ONE (1), ONE (1) YEAR RENEWAL OPTIONS.

CONTRACT RENEWAL

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE
ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE
DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING
ANY RENEWAL OPTIONS, BELL AND HOWELL, LLC., MAY THEN SUPPLY THESE
PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

BELL AND HOWELL, LLC, CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A

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TERMS (cont'd):

LISTING OF CATEGORIES SUPPLIED UNDER THIS AGREEMENT. FOR EXACT PRICING LOG ONTO WWW.SPO.AZ.GOV/DIRECT_SERVICES/STATEWIDE/WSCA_PAS/ADSPO1100000411.ASP.

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

A. THE STATE AND BELL AND HOWELL, LLC, HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE WSCA CONTRACT AGREEMENT, NUMBER ADSP011-00000411-2, WITH THE STATE OF ARIZONA, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN WSCA CONTRACT, NUMBER ADSP011-00000411-2.

PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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0004	60071-000099	EA		
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

BASE UNIT

0005	60071-000099	EA		
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

OPTIONAL ACCESSORIES

0006	60071-000099	EA		
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT OPERATING SUPPLIES

0007	60071-000099	EA		
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT MAINTENANCE CONTRACTS

END OF ITEM LIST

VENDOR FEDERAL IDENTIFICATION NUMBER: 1800728837

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: ((610) 398-3820

VENDOR CONTACT PERSON: SCOTT JUSTUS

ORIGINAL BPO: 001B3400007 (3 YEARS)

1ST RENEWAL : 001B6400168 (1 YEAR)

2ND AND FINAL RENEWAL:

***** LAST PAGE *****

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE